

# EXPEDITED SERVICE REQUEST (24 Hour)

C.G.S. §§ 3-99a; R.C.S.A. 3-99a-1 to 3-99a-25

Website: [www.concord.sots.ct.gov](http://www.concord.sots.ct.gov)

Telephone: (860) 509-6003

Mailing Address:

Connecticut Secretary of the State,  
Commercial Recording Division  
P.O. Box 150470, Hartford, CT 06115-0470

Courier Delivery **ONLY**: (i.e. FedEx, UPS, etc.) 30 Trinity Street, Hartford, CT 06106

## FINANCIAL UNIT USE ONLY

AMT. REC'D \$ CA CR

TRANS. ID

BATCH DATE

Date Time

Name of requesting party:

Customer ID#, if any (By providing my Customer ID# I am authorizing the Secretary of the State's office to debit my account):

☐ Pick Up or ☐ Mail

Street address or P.O. Box:

City, State, Zip Code:

Business ID# (if applicable):

Name of business entity:

Expedited Service fee is \$25.00 per transaction in addition to the filing fee. Each certificate or copy is considered a separate transaction.

### DOCUMENT(S) BEING FILED

NOTE: There is only one expedited fee when a Certificate of Incorporation and Organization and First Report are filed together for the same entity.

Document filing fee(s) \$

Number of documents being expedited X \$25.00 (Expedited Fee) = \$

DOCUMENT FILING FEES \$ \*

### DOCUMENT COPIES

NOTE: Fees below include the \$25.00 Expedited Service charge.

NUMBER OF CERTIFIED COPIES \$50.00 each

NUMBER OF PLAIN COPIES \$45.00 each

Name of Document	Filing Number	Date	Volume	Page	Fee
					\$
					\$
					\$
					\$

(Reference an attachment if additional space is required).

DOCUMENT COPY FEES \$ \*

### CERTIFICATES OF LEGAL EXISTENCE

NOTE: Long Form Certificates and Certificates of No Record cannot be expedited.

		Number Requested	Fee	Fee Amount
<b>Corporations, Limited Liability Partnerships, Statutory Trusts</b>				
A.	Express Certificate of Legal Existence	A. _____ X	\$45.00 =	A. \$ _____
B.	Short Form Certificate (Reflects all name changes)	B. _____ X	\$65.00 =	B. \$ _____
<b>Limited Liability Companies</b>				
C.	Express Certificate	C. _____ X	\$50.00 =	C. \$ _____
D.	Short Form Certificate (Reflects all name changes)	D. _____ X	\$50.00 =	D. \$ _____
<b>Limited Partnerships</b>				
E.	Certificate of Legal Existence	E. _____ X	\$50.00 =	E. \$ _____
<b>Special Certificates</b>				
F.	Certificates evidencing:	F. _____ X	\$50.00 =	F. \$ _____

CERTIFICATES OF LEGAL EXISTENCE FEES (add A thru F) \$ \*

**TOTAL AMOUNT DUE**  
[Add up the totals from each category-indicated by the asterisks (\*)]. \$

Revised 9/23/08

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### **INSTRUCTIONS**

1. Print or type the name and address of the requesting party. Correspondence will be mailed to this address.
2. Print or type the name of the business, which is the subject of the request.
3. Print or type Customer ID (if applicable). By providing your Customer ID you are authorizing the Secretary of the State's office to debit your account.
4. **Mail:** Documentation will be mailed **to the requesting party at 4:00 PM** on the following business day. Allow additional time for mail delivery.  
  
**Pick Up:** Documentation must be **picked up before 4:00 PM** on the following business day or it will be placed in the outgoing mail and cannot be retrieved. In this case allow additional time for mail delivery.
5. **Expedited Fee is \$25.00 PER TRANSACTION** – For example: Review of a document filing and issuance of a confirmation letter is one transaction while a request for a certified copy is another transaction.
6. The request will be completed within twenty-four hours of receipt. If the twenty-four hour period ends on a Saturday, Sunday, holiday, or day on which the Commercial Recording Division is not open for business, the twenty-four hour period is extended to the appropriate hour of the next business day on which the Commercial Recording Division is open for business.

**Please note: Expedited Service (24 Hour) is the amount of time this office has to process your request. Allow additional time for mailing. Paying for expedited service does not guarantee that your filing will be accepted.**

Each time a document is reviewed on an expedited basis and rejected, the \$25.00 expedited fee will be **forfeited**. Therefore, if documents are to be expedited upon resubmission, an additional \$25.00 expedited fee must be resubmitted along with the documents.